

Rousseau Home and Schools Association Meeting

April 11, 2017 – 6:30-8:00 pm

HSA Association Member Attendees: Stephanie Gasko (President), Laura Hustler (Vice President), Kaitryn Campbell (Treasurer), Lara Hyde (Secretary)

Regrets: Kim Strecker

School Community Attendees: Angela Murchie (OFHSA Executive Secretary)

1. Welcome & Approval of Last Meeting's Minutes: Laura H. and Stephanie G. approved the minutes.

2. Movie Night: Our Movie Night in March was a big success. We raised \$650 for Eatery 541. Kaitryn delivered the money and it was gratefully received.

3. Review of HSA Financial Guidelines: Angela M. was on hand to answer questions about this topic. The question was asked, "Why do HSA purchases have to go through the school (Cathy)?" The response from HSA is that they don't, but the school gets tax back if they do. However, it may be faster to do it on our own. It was suggested that in the future we should just tell the teachers at the beginning of the year, "You have X amount from HSA to spend for the year" and ask them to give us their receipts (don't need to go through Cathy).

A question was raised about financial procedures when it comes to sub-committee spending (e.g. Outdoor Enhancements Sub-Committee). The proper process is that sub-committees should attend HSA meeting with a report on their desired spending, and HSA members can then vote to either approve or reject the recommendations. An electronic vote would be fine in this case, as long as it is recorded in the minutes for that month. Angela to send info re: budgeting.

Angela M. handed out the Financial Guidelines for us all to review. All members had to read, sign and date the form. Non-members should not be handling any funds we make (e.g. as Silent Auction Co-Coordinator, Alison Emo should be made a member of HSA to cover our butts as she will be handling money). Suggested that at the beginning of the year, we should set a certain amount of money in our budget for covering the cost of memberships. Angela to send Kaitryn a form we can fill out to show who handled money.

It was also suggested that we should purchase a lockbox for storing our money overnight. One member could take the box home and the other the key. As we didn't have quorum at the meeting, Kaitryn will motion that we purchase a lockbox and we will take an electronic vote.

The question was asked whether it was okay to make last-minute purchases that have been approved as part of an overall project. The response from Angela was that it is okay, as long as it is within the approved budget.

Another question was what is acceptable in terms of freebies to hand out to volunteers at HSA sponsored events (e.g. donuts, refreshments)? Angela said we should vote on an amount and include this in our annual budget at the beginning of the year.

A question was raised about insurance. Do we need to have our own insurance in the case of bouncers, for example? Response: Bouncers are covered, as companies need to have their own insurance. We just need to check with them and add our name to their insurance policy.

Kaitryn C. reminded people to write their names on the backs of receipts.

4. Booster Juice Event: Kaitryn C. set to go. Laura H. and Stephanie G. volunteered to help. The blog announcement was anecdotally missed by a lot of people. Need to remind people that deadline is tomorrow at midnight. Steph to send out FB post and Mr. Gris to send out Synrevoice.

5. Groove-a-thon: Stephanie is handing out pledge forms this week. Most prizes have been purchased. Stephanie will also make a Google Doc for volunteers. Planning to have spot dances for participation prizes. Melissa J. and Mrs. Fawcett to lead dances. Laura H. purchased an iPhone gift card so kids can make a song list in advance. Prizes include glow necklaces for everyone and three grand prizes: Blue Jays gift card, iPod Touch and Family Pass for Flying Squirrel.

Need to make schedule to count money that is collected from classrooms each day leading up to the event. Steph to ask Mr. Gris where best to do this.

6. Outdoor Enhancements Sub-Committee Update: We have currently spent approx. \$900 of our allocated \$4000 for outdoor enhancements. The financial books are available for anyone to look at on request.

Kim S. brought volunteers in on the previous weekend and made five garden beds. The total cost for the garden beds was estimated to cost between \$800 and \$1000, and we have stayed within budget.

Other purchases we are looking to make include 2-3 sheds (1-Primary End, 2-Junior End 3-Garden Supplies). Sheds 1 and 2 will house sporting equipment to be used at recess time. The cost of the sheds is approx. \$1500 for the first two, with the smaller garden shed being \$450.

Have also budgeted \$300 for balls, hula hoops, blankets for sitting on, etc.

In addition, have put aside \$200 for paint projects on Tarvia. We should also look into the possibility that parents will volunteer their skills/time/money to add to our outdoor enhancements a la kindergarten outdoor enhancements two years ago.

Laura H. has looked into pricing picnic tables. Four good-quality round metal tables will cost approx. \$3200. Wooden picnic tables are a lower cost option. The ELP teachers have asked if

they can have a picnic table in their area, too, which is a possibility if we make lots of money at Groove-a-thon/Fun Fair.

Kim S. got free mulch and 20 tree stumps from Beswick. These will be used for play area as well as outdoor classroom seating. Need to maintain all of this, so it was suggested that we talk to Beswick about making this a yearly contribution.

Need to set a date for future outdoor workday.

Note that all the above are all short-term goals; late this year or early next, HSA membership will create a plan for long-term goals, including possibly pulling in a grant or scholarship).

7. OFHSA Annual Conference: Kaitryn C. to attend HSA conference in London the upcoming weekend on behalf of Rousseau.

8. Rousseau HSA Policy on Spending for Conferences: Angela M. suggested that we should have funds set aside for professional development in the budget at the beginning of the year. We should also do up a monthly financial report as per the OHSA handbook.

9. Fun Fair/ Silent Auction Update: Kim S. not present to speak about Fun Fair, but Lara H. reported that we have enough volunteers for Silent Auction and things are going fine with that. It was brought up in discussion that perhaps we could have food trucks service the Fun Fair this year instead of Denninger's or a school parent. As Kim is in charge of Fun Fair, we were not currently able to take this discussion any further.

10. Other Business: Mr. Gris has asked for funds for bussing Grade Threes to swimming. The cost would be between \$500 and \$600. We don't have the funds right now so weren't able to fulfill this request. Laura H. and Kim S. to arrange parent volunteers to drive kids to and from swimming this year. Will need to bring this to our attention sooner next year so we can plan for it in the budget, if needed. But if this is part of the curriculum for Gr. 3, shouldn't the school pay for it?

Mr. Gris also asked again about funding (\$150 US) for School Learning Styles Project. HSA needs to approve this as it was originally going to come out of School Council funds. Laura H. to ask Mr. Gris if the information goes into the Ontario Student Record and if he's done anything with this yet. HSA members present at the meeting were on the fence as to whether this was something that was worthwhile.

The meeting was adjourned at 8:00 pm. Minutes respectfully submitted by Lara Hyde. Next meeting May 3, 2017, at 2:00 p.m.